

Giving a short presentation

my...EVERYDAY ENGLISH!		Giving a short presentation			
You can organise your speech in three parts, the same way you organise your written text:		Useful phrases			
1 In the introduction you say what you are going to talk about.		Greeting	Introduction	Conclusion	Closing remark
2 In the main part you talk about it.		Hello!	I'm going to talk about...	To sum up...,	Thank you for listening.
3 In the conclusion you repeat your main point.		Good morning!	My presentation is about...	To recap...,	Thank you for your attention.

Speaking

Step 1

Organise your presentation in three parts: introduction, main part and conclusion. Remember to use the useful phrases.

Step 2

Prepare pictures or short notes (paper or electronic) for each part of your presentation. Use them as reminders while preparing for, and giving, the speech.

Step 3

Practise your speech at home before giving it in class. Use the **strategies** on page 9, and the rubrics the teacher will give you as help. Chin up! You'll do great!